



Department of Defense **INSTRUCTION**

June 5, 1991
NUMBER 1338.10

ASD(P&L)

SUBJECT: Department of Defense Food Service Program

- References:
- (a) DoD Directive 1338.10, subject as above, June 12, 1979
(hereby canceled)
 - (b) Title 10, United States Code, Sections 4561, 6081-6085, and 9561
 - (c) Executive Order 11399, "Delegating Certain Authority of the President With Regard to Army and Air Force Rations," March 28, 1967
 - (d) DoD 1338. 10-M, "**Manual** for the Department of Defense Food Service Program," November 1978, authorized by this Directive
 - (e) through (h), see enclosure 1

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to update terminology and to establish policy for the Department of Defense Food Service Program.
2. Implements **references** (b) and (c).
3. Establishes the objectives and assigns responsibilities for carrying out the Department of Defense Food Service Program.
4. Continues authorization to publish reference (d), which establishes standard procedures for operation of the program, in accordance with DoD 5025.1-M (reference (e)).

B. APPLICABILITY AND SCOPE

1. This Instruction applies to the Office of the Secretary of Defense (**OSD**), the Military Departments (including the Coast Guard during time of war when it is operating as a Military Service in the Navy), and the Defense Logistics Agency (**DLA**), (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.
2. The Assistant Secretary of Defense (Production and Logistics) (**ASD(P&L)**) may exclude special activities from operating under this Instruction.

C. DEFINITIONS

1. Food Allowances

- a. Basic **Daily** Food Allowance (BDFA). A computed monetary value of a ration.
- b. **Special** Food Allowance. A computed monetary value of a ration necessary for the subsistence of a person participating in operational missions when the BDFA is not sufficient or practical, such as flight feeding, field feeding, submarine feeding, and space feeding.
- c. **Supplemental** Food Allowance. A percentage increase to the BDFA required for the subsistence of a person due to unusual or extraordinary circumstances.

2. Food Cost Index. A prescribed list (enclosure 2) of food components and quantities that represent the allowance for 100 standard rations. It is used to compute the BDFA and satisfies the requirements of references (b) and (c).

3. Food Service. Includes related research and development (**R&D**); nutrition; acquisition and distribution of food, supplies and **equipment**; menu and recipe planning; meal preparation and serving; sanitation, design and layout of facilities; personnel; training; and accounting and reporting.

4. Ration. A quantity of nutritionally adequate food required to subsist one person for one day.

D. POLICY

It is DoD policy to provide the highest quality and cost-effective food service to authorized military and civilian personnel.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (**Production and Logistics**) (ASD(P&L)), in administering the Department of Defense Food Service Program, shall:

- a. Provide overall policy guidance and direction for the program through the Department of Defense Food Planning Board. The Board shall consist of a representative of each DoD Component (including the Marine Corps) and shall be chaired by a representative of the ASD (P&L). **Specific** procedures for operation of the Board shall be contained in 1338. 1O-M (reference (d)).

- b. Sponsor legislation for the program.

- c. Establish and maintain uniform menu standards and a recipe system for use within the Department of Defense.

d. Provide for the establishment and maintenance of DoD 1338. 1O-M (reference (d)) in accordance with DoD 5025. 1-M (reference (e)) to provide standard procedures for the operations of the Department of Defense Food Service Program.

e. Ensure timely and responsive interchange of information and data among elements of the Department of Defense, other governmental agencies, and appropriate food equipment and food service industry representatives.

f. Recommend changes to the food cost index to ensure that it reflects an accurate representation of food items for computation of the **BDF**A. Required changes shall be coordinated with the Military Services.

g. Assist the Comptroller of the Department of Defense (C, DoD) in the following: (1) Establishing a uniform management system for the Department of Defense Food Service Program. (2) The review of plans, programs, and budgets of the DoD Components for the program.

2. The Director, Defense Research and Engineering (DDR&E) shall provide policy and guidance for the R&D phase of the Department of Defense Food Service Program. In developing policy and guidance, the **DDR&E** shall coordinate with the other DoD Components concerned

3. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) shall provide policy and guidance for sanitation methods, nutrition education, and nutritional standards. In developing policy, the ASD (HA) shall coordinate with the other DoD Components concerned.

4. The Comptroller of the Department of Defense (C, DoD) shall:

a. Ensure that the management systems for the program provide programming, budgeting, accounting, and reporting information.

b. Establish and incorporate into DoD 1338. 1O-M (reference (d)) a uniform accounting and reporting system for the program.

c. Review the programs, budgets, and reports on the results of the operations of the Military Services and the DLA concerning the Department of Defense Food Service Program.

d. Establish appropriate meal rates based on reported and budgeted costs for appropriated fund dining facilities and provide them to the ASD (**P&L**) for publication in DoD 1338.1 O-M (reference (d)).

5. The Secretaries of the Military Departments, in addition to the responsibilities outlined in subsection E.6., below, shall prescribe regulations containing uniform food allowances based on the food cost index, uniform menu standards, and the recipe system. To ensure that the policy of uniform feeding and food costs among the Military Services is preserved (particularly in the provision of supplemental and special food allowances), these regulations shall be submitted to the **ASD(P&L)** for review and approval upon issuance. Regulations developed shall conform to the policies contained in this Instruction and incorporate the following:

a. The circumstances under which supplemental food allowances and special food allowances are authorized.

b. The BDFA based on the prices that are effective during the **specific** accounting period for which the monetary value is computed.

6. The DoD Components shall:

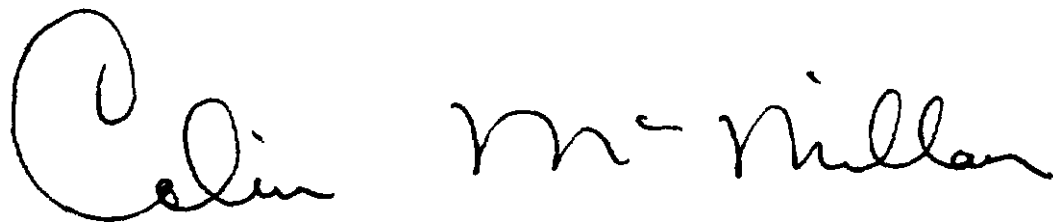
a. Ensure the maintenance of positive, dynamic, and continuing programs in support of food service.

b. Ensure that policies, objectives, and standards for such programs are consistent with this Instruction.

7. The Director, Defense Logistics Agency (DLA), in addition to the assignment as the DoD Integrated Materiel Manager for subsistence, shall maintain DoD 1338. 1O-M (reference (d)), consistent with DoD 5025.1-M (reference (e)), and coordinate changes with the Military Services.

F. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Production and Logistics) within 120 days.

A handwritten signature in black ink, reading "Colin McMillan". The signature is written in a cursive, flowing style.

Colin McMillan
Assistant Secretary of Defense
(Production and Logistics)

Enclosures -3

1. References
2. Food Cost Index
3. Criteria and Standards for the Department of Defense Food Service Program

REFERENCES, continued

- (e) DoD 5025.1-M, "Department of Defense Directives System Procedures," December 1990, authorized by DoD Directive 5025.1, December 23, 1988
- (f) DoD Directive 5000.1 1, "**Data** Elements and Data Codes Standardization Program," December 7, 1964
- (g) **DoD** Directive 7920.1, "Life-Cycle Management of Automated Information S **ystems** (**AISs**)," June 20, 1988
- (h) Public Law 95-457, "The DoD Appropriation Act," Section 811 (92 stat. 1231)

FOOD COST INDEX
Effective Date: **DAY/MONTH/YEAR**

<u>COMPONENT</u>	<u>UNIT OF ISSUE</u>	<u>QUANTITY PER 100</u>
Bacon, Sliced	LB.	5.812
Beef, Patties, W/Soy	LB.	8.778
Beef, Pattie, Mix (Bulk), W/Soy	LB.	10.934
Beef, Oven Roast	LB.	9.243
Beef, Stewing	LB.	8.207
Chicken, Cut-up (RTC)	LB.	13.229
Fish, Fillets, Perch	LB.	1.509
Fish, Portions, Perch	LB.	1.547
Shrimp, Bread	LB.	1.983
Tuna, Canned, 4 LBs.	LB.	0.965
Frankfurters	LB.	3.930
Ham, Pullman, Sectioned & Formed	LB.	4.741
Pork Loin Boneless	LB.	7.368
Pork Sausage, Patties	LB.	3.040
Turkey, Boneless, Raw	LB.	4.264
Butter, (C8900-PL: BDFA price)	LB.	10.000
Cheese, Processed , American	Dozen	3.125
Eggs, Shell, Fresh	(12.5 LBs.)	10.000
Milk, Fresh, Homogenized	Gallon	3.576
Milk, Fresh, Homogenized, LowFat	Gallon	21.424
Apples, Fresh	LB.	16.825
Bananas, Fresh	LB.	20.686
Oranges, Fresh	LB.	14.527
Fruit Cocktail, #10 Can	LB.	3.790
Peaches, Sliced, #10 Can	LB.	3.897
Pears, Halves, #10 Can	LB.	2.802
Pineapple, Sliced #10 Can	LB.	4.355
Juice, Grape, Frozen	LB.	5.143
Juice, Orange, Frozen	LB.	13.04
Juice, Apple, #3 Cyl/Can	LB.	6.298
Juice, Pineapple, #3 Cyl/Can	LB.	5.271
Cabbage, Fresh	LB.	7.531
Carrots, Fresh	LB.	3.698
Celery, Fresh	LB.	5.904
Cucumbers, Fresh	LB.	5.592
Lettuce, Fresh	LB.	15.253
Onions, Dry	LB.	10.161
Potatoes, White, Fresh	LB.	29.867
Tomatoes, Fresh	LB.	9.765

Beans, Green, #10 Can	LB.	8.733
Beans, White, W/Pork, #10 Can	LB.	8.631
Corn, Whole Grain, #10 Can	LB.	8.350
Tomatoes, #10 Can	LB.	16.461
Broccoli, Frozen	LB.	28.997
Potatoes, French Fries, Frozen	LB.	28.744
Bread, White	LB.	21.180
Bread, Whole Wheat	LB.	9.473
Rolls, Hamburger	LB.	6.847
Cake Mix, Yellow	LB.	19.303
Cereal, Assorted, Individual Packages	LB.	2.403
Flour, Wheat, GP, 10 LB. Bag	LB.	18.197
Macroni, 10 LB. Bag	LB.	3.637
Rice, Parboiled, 10 LB. Bag	LB.	3.960
Sugar, Granulated, 10 LB. Bag	LB.	31.250
Jam, Strawberry, 2 LB. Bag	LB.	1.891
Jelly, Grape, 2 LB. Jar	LB.	1.859
Shortening Compound, 50 LB. Cube	LB.	2.916
Salad Oil, 1 GAL. Can	LB.	1.337
Shortening, Deep Fry, 5 QT. Can	LB.	3.881
Catsup, #10 Can	LB.	7.786
Salad Dressing 1 GAL. Jar	LB.	4.080
Coffee R&G, 3 LB. Can	LB.	12.500

SUBTOTAL = _____

CONDIMENTS & ACCESSORY FOODS -Add 2% of
Subtotal _____

GRAND TOTAL (**Value** of Basic Daily Food
Allowance for 100 Persons) _____

DIVIDED BY 100 (Value of Basic Daily Food
Allowance for One Person) = _____

NOTE:

1. The unit price for the butter component shall be the special price established by the DLA. This price represents the sum of 70% of the price of surplus donated butter and 30% of the price of regular butter. Installations not receiving subsistence support from DLA shall use the price of regular butter.

2. The basic daily food allowance computed from the above index may **be increased** by 25% for Thanksgiving Day and Christmas Day.

CRITERIA AND STANDARDS FOR THE DEPARTMENT OF DEFENSE
FOOD SERVICE PROGRAM

A. Military enlisted members are entitled to a ration for each day on active duty, except when they are entitled to a basic allowance for subsistence or per diem instead of subsistence. The BDFA for normal operating conditions shall be prescribed for enlisted members.

1. A supplemental food allowance, not to exceed 15 percent of the BDFA, maybe prescribed for any dining facility if either of the following conditions exists:

- a. The facility is feeding an average of less than 100 members per day.
- b. The facility is supporting an authorized complement of less than 150 members per day.

2. The Military Services may prescribe the supplemental food allowance, **provided:**

- a. The dining facility is operating under conditions warranting the increase.
- b. The installation commander certifies that consolidation with other dining facilities is not practical.

3. All requests for a supplemental food allowance that cannot be authorized within these conditions shall be submitted on an individual basis to the **ASD(P&L)** for approval,

4. A special food allowance maybe prescribed by the Military Services when it is required to support operational missions. Examples are flight feeding; field feeding (**combat**, maneuvers); submarine feeding; and space feeding.

B. An additional allowance maybe authorized for approved experimental food items that have potential military feeding applications.

C. The Department of Defense Food Service Program shall contain, as a minimum, the following management features:

- 1. Improved uniform application of food service training and career incentives.
- 2. Modern, standardized and automated management methods developed in accordance with DoD Directives 5000.11 and 7920.1 (references (f) and (g)), encompassing:
 - a. Menu standards and a **recipe** service.
 - b. Food acceptability determination.
 - c. Requisitioning and inventory control.
 - d. Sanitation methods.

e. Program management information.

3. Centralized and consolidated food service facilities.

4. A viable research, **development**, testing, and engineering program to provide innovation in foods, nutrition, nutrition education, **preservation**, packaging, equipment, and feeding systems.

5. A uniform food allowance that will permit management flexibility in the Department of Defense Food Service Program. Accounting and reporting for food allowance shall include positive, **auditable** head count criteria that shall identify entitlement classification of persons fed (such as, in-kind, common-service, cash, payroll deduction).

6. Operational direction to ensure preparation and serving of foods are consistent with contemporary standards of good quality commercial food service.

D. Food service operating and management personnel at all levels shall continually strive to attain the highest quality food service both efficiently and effectively by application of the latest food service management techniques. The following basic standards are established to assist in this effort:

1. Personnel authorized to subsist in appropriated funded facilities shall be provided meals that are based on menus supported by prescribed DoD recipes. Meals shall be adequate nutritionally and, to the extent possible, reflect the consumers' food preferences within cost and availability constraints.

2. Meals sold to authorized personnel shall be at rates sufficient to provide reimbursement of operating costs and food costs to the appropriations concerned, as required by the general provisions of the DoD Appropriation Act (reference (h)).

3. Cafeteria-style feeding, using salad bars, bulk beverage dispensers, a la carte menus, and optional short order meals for those not desiring regular meals shall be used **wherever** practical. The **preferred** dinnerware is either plate service or compartmented trays, whichever is more practical under local conditions.

4. Dining facility appointments shall be designed to **ensure** a pleasant dining environment. The decor shall be consistent with that found in first-class commercial cafeteria dining establishments. Appropriated funds shall be used for this purpose.

5. Food service personnel engaged in the preparation and serving of foods shall be attired neatly in appropriate food service uniforms.

6. Food service personnel shall be provided formal training in food service management and operations. At least 50 percent of the personnel should be graduates of formal Military Service schools. Structured on-the job training shall be furnished by specially trained Service-sponsored food management teams.

7. Food service management systems shall be detailed and controlled sufficiently to provide standard, **accurate**, and timely common **data** throughout the Department of Defense and comparable management presentations on the results of food service operations for use in planning, programming, and budgeting for food services.

E. DoD 1338. 1O-M (**reference** (d)) shall contain supplemental policies and uniform procedures for application by all DoD Components. The Manual shall not be reproduced at the individual DoD Component level; however, it maybe supplemented to incorporate provisions that are unique to an individual DoD Component.